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ABSTRACT

The Single Parent/Displaced Homemaker Center at Hopkinsville Community College is designed to assist eligible participants with individualized training and acquisition of marketable skills. Before classes begin, a week-long orientation is scheduled to help the participants explore careers and become job ready. The orientation also is designed to help the participants build individual self-esteem, discuss and solve common problems, learn the value of support systems, and develop successful, responsible behavior. Emphasis is placed on professional grooming, interviewing techniques, resume writing, communication skills, assertiveness, and financial planning. Participants are also required to take a psychology course on human potential and a seminar on employability skills. The Single Parent/Displaced Homemaker program served approximately 50 women during the 1986-87 year. As a result of the program, some participants secured jobs with the Post Office, and some may become police trainees. A number of women achieved academic honors and/or scholarships to four-year colleges. Participants also became aware of job possibilities and many became employed at the end of training. (KC)

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SINGLE PARENT/DISPLACED HOMEMAKER CENTER
HOPKINSVILLE COMMUNITY COLLEGE
P.O. BOX 2100
HOPKINSVILLE, KY 42240

Director: Gail Deatherage
Project No: 4-21477
Date: June 30, 1987
ANNUAL REPORT

CE052755

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

ABSTRACT

The presently funded center, under the auspices of the local community college, is designed to assist eligible participants with individualized training and acquisition of marketable skills which they can offer to the labor market.

Skills to be obtained will depend on the aptitude and interest of the individual participants.

Before classes actually begin, an orientation is scheduled to help the participants explore careers and become job ready. The library, audio-visual aids, career information literature, and professional educators and business people are used to assist in exploration.

On a broad-based level, the orientation is designed to help the participants build individual self-esteem, discuss common problems through experiential problem solving to facilitate successful integration of career selection, aid in educating the participants regarding the importance of support systems, and facilitate the development of successful, responsible behavior.

Emphasis is placed on professional grooming, interviewing techniques, resume writing, communication skills and assertive responsible work behavior.

Because financial planning is a responsibility new to many participants, each new participant prepares a budget realistic to his or her own acceptable life style.

Once participants have selected a possible career choice, the process is individualized to include educational or technical requirements for the particular job. Related work possibilities are explored along with the current job market and salary ranges for particular positions.

When the participant is ready and has made a realistic choice, specific plans are designed to achieve goals.

Individual training plans are implemented based on initial interviews, screening, counseling and diagnostic testing using the Kuder Occupational Interest Survey.

ACTIVITIES

The Hopkinsville Community College Single Parent/Displaced Homemaker program was designed to train participants in career and life skills. Each participant attended a twenty-hour orientation which began Monday, August 18 through August 22, 1987. The orientation acclimated them to the program and to the rigors of college. After the orientation, each person was counseled on the results of the Kuder Interest Inventory Test and placed in appropriate college courses. (SEE ATTACHMENT 1)

One class every participant was required to take was Psychology 185, Human Potential. This class was a basic introduction to the principles of relating to self and others, exploring the job hunt process, researching various vocations, and networking with other single parents. The following is a agenda of the required classes of Human Potential. Becoming a Complete Person & Professional, Taking Control of Your Life, Using Your Individual Skills in Creative Problem Solving, How to Survive Divorce and Develop New Relationships, and Commuter Marriage. (SEE ATTACHMENT 2)

The Single Parent/Displaced Homemaker program as a joint effort with the Chamber of Commerce conducted the Small Business Minority Workshop. All interested participants in the program were urged to attend. As a result, the day was a success. The purpose of the workshop was designed for men and women interested in going into business or improving their present business skills. This workshop helped the participants assess their personal skills and determine if they had the necessary skills and desires to pursue their own business. For those participants who were already involved in business, there were specific areas of the workshop to improve their skills and to assist them in gaining their financial independence. Since independence is one of the main objectives of the Single Parent/Displaced Homemaker program, this day could be labeled a huge success. One of the participants has conducted seminars as a result of the training she received the day of the seminar. Three of the participants are planning to open their own business in the near future.

The Single Parent/Displaced Homemaker program and Project Self Sufficiency worked closely in their objectives this year. In May 1987, Joyce Boren was assigned to the Mayor's Task Force to be an active member. Five of our Single Parent participants were also in project sufficiency. Regular sessions were held for the participants for group involvement. Some of the topics discussed were: Career Lifestyles, Single Parent Support Groups and Job Seeking Skills, conducted by Ms. Sharon Alexander, Coordinator of Project Self Sufficiency.

Gail Deatherage and Joyce Boren conducted a seminar for Audubon Area Head Start for the parents (primarily single

mothers) on May 11, 1987. After a brief overview of what the Single Parent/Displaced Homemaker program had to offer for single mothers, the next two hours were spent in watching a video film, "Interviewing" and having an informal discussion on Interview Skills and Personal Grooming For The Interview. Many of the young mothers expressed an interest in enrolling in the Single Parent program to better themselves and their families.

In the spring semester, Employability Skills Seminar was a requirement for all our participants. The three continuing education classes that were required for the participants to attend was as follows for a total of nine clock hours:

"Know Your Strengths and How To Use Them" - April 7, 1987

"Life-Style Assessments" - April 8, 1987

"Innovation:" Your Key To Future Success" - April 9, 1987.

To provide a much needed chance for all our participants to unwind at the end of a very busy year, a spring barbeque was planned at the home of Ms. Wanda Bingham, the Learning Center Coordinator. Everyone reported having a wonderful time.

ATTACHMENT 1

ORIENTATION AGENDA
(DRE 019 A 32964 INDIVIDUAL GROWTH & DEVELOPMENT)
Hopkinsville Community College
Hopkinsville, Kentucky 42240

Gail Deatherage, Coordinator
Judi Bramlett, Counselor
Joyce Boren, Secretary

Schedule of Events

Monday Aug. 18

9:00 Introduction into the program
HO: Our Expectations
HO: What We Can't Do

9:30 Warm Up: Partners share
a. My name is.....
b. My favorite way of spending time is.....
c. I laugh when I think about.....
d. The reason I am here is.....
e. Right now I'm felling.....
-10 minutes to talk and then switch
-Each person introduce partner to class

10:30 BREAK

10:45 Administration of the KUDER

11:30 Lunch

12:30 The Career Planning Process Overview
HO: Job Hunting Schedule

1:30 Introduction to Time Management
HO: Organizing a Day
HO: Time Record - Homework

2:20 Dismissal

Tue Aug 19

9:00 Explanation of
.Class schedules
.Time Sheets
.Handbook
.Consent Form
.Fill out Questionnaire

9:30 Warm up: Coat of Arms
Each individual is to write on a sheet of paper:
.Name something you are good at doing
.The one value you hold highest
.The material possession most significant to you
.Personal motto you live by
.Three words you would most like to have said

about you after you die.
Design Coats of Arms substituting pictures or symbols with information from their personal assessment.
Hang Coats of Arms up and explain designs to group.

10:45 BREAK

11:00 Review of Time Record
Time Use Circles
HO: Time Use
HO: Analyzing Your Time Audit

12:00 LUNCH

1:00 Study Skills (David Carter)
HO: Essay Exams/Objective Exams
HO: Study Skills

2:00 Dismissal

Wed Aug. 20

9:00 Warm Up: Pair off and answer-
How would your life be different if someone handed you a tax free gift of one million dollars?

9:30 Tour of library (Cynthia Atkins)

10:30 Library Scavenger Hunt with partner
HO: Library Scavenger Hunt

11:00 Goal Setting
HO: Goals Brainstorming Sheet
HO: Guidelines For Goal Planning

12:00 LUNCH

1:00 The first mistakes of job hunters:
Choosing an occupation
HO: Job Outlook for 1990....

2:00 Dismissal

Thur Aug. 21

9:00 Review goal planning etc

9:30 Maslow's Hierarchy of Needs
HO: Hierarchy of Human Needs

10:15 New partners
.Share goals
.Talk about strategies
.Plan steps to attain them
.Ask for feedback and suggestions

11:00 Individually write a plan of action for one personal and one professional goal (TURN INTO JUDI)

11:15 Support Systems and Networking
HO: Support Systems

.List network group -(20)
classmates, friends, church, etc.
.List people in each group

HO: How People Find Jobs

12:00 LUNCH

1:00 Writing tips

HO: Punctuating and Capitalizations

2:00 Dismissal

Fri Aug. 22

9:00 Stress Management Seminar (Fred Marshall)

10:00 Diet, exercise and mental attitude affect stress

HO: How Exercise Can Benefit

HO: Dietary Needs and Weight

* "It's not the existence of stress but how you handle stress that determines whether stress becomes problematic."

10:45 BREAK

11:00 *How can you "Be all you can be..."?

11:30 LUNCH

12:30 Financial Management

Solving Life Problems in Consumer Economics p. 21-49

2:00 Dismissal

ATTACHMENT 2

UNIVERSITY OF KENTUCKY
HOPKINSVILLE COMMUNITY COLLEGE
P.O. BOX 2100
HOPKINSVILLE, KENTUCKY 42240-2697

These are the required classes for Human Potential 9-86 - 12-86.

Becoming a Complete Person & Professional
October 23, 1986 6-9 p.m.

Taking Control of Your Life
November 6, 1986 6-9 p.m.

Using Your Individual Skills in Creative Problem Solving
October 7, 1986 6-9 p.m.

How to Survive Divorce & Develop New Relationships
October 21 - November 11 6:00 9:00 p.m.
Each Tuesday for this period

Commuter Marriage
November 11

AN EQUAL OPPORTUNITY INSTITUTION

ACHIEVEMENTS

The local post office has contacted our office numerous times in the past year to hire women in non-traditional roles that were normally assumed by males. Many of the participants reported sex-bias and stereotyping during their first days of employment. After several counseling sessions, the participants were able to successfully change the working relationship with their male peers.

The City of Hopkinsville contacted our office for police trainees. They requested minority females to interview for the opening positions. As of today, there is a possibility that the Department will hire two of our Single Parent participants. As their training is in Law Enforcement, this would be an achievement for the Single Parent program.

Several of our participants are in the nursing program, who maintain their grades, work part-time jobs and care for their families (as single parents). Many of these participants who originally started out to improve their skills to obtain jobs, now plan to go on an achieve their goal of a four-year degree.

The following made either the Dean's or Director's list.

Cynthia Butler	- Director's list
Lisa Dixon	- Dean's list
Dellie Ruth Horn	- Director's list
Karen Johns	- Director's list
Marian Sanders	- Director's list
Ramona Walden	- Director's list
Helen Wall	- Director's list

Congratulations goes to Ramona Walden who received the Academic All American Award and also the National Collegiate Criminal Justice Award.

Lisa Dixon and Marian Sanders were awarded Who's Who Among American Junior Colleges in the year 1987.

Many of our participants graduated in May and are planning to attend a four-year institution. Many graduated with honors and received scholarships. Lisa Dixon, Reneica Ware both received scholarships to further their education.

The following is evidence that the program is meeting the needs of the participants and the objectives of the program.

-Participants are becoming more aware of the many employment possibilities that are available by utilization of the Dictionary of Occupational Titles.

-Participants are becoming more skilled in coordinating their future by setting short and long term objectives.

-Participants are provided testing and counseling to determine each individual's training needs.

-Participants are provided scheduled workshops along with their regular training which addresses many of the problems faced by single parent/displaced homemakers.

-Participants are enrolled in individualized programs designed to meet each of their training needs.

-Participants are involved in on-going counseling to assist with educational deficiencies, time management skills, and occupational awareness.

-Participants are encouraged to assess realistically their goals and explore a variety of education and career interests.

Once participants have selected a possible career choice, the process is individualized to include educational or technical requirements for the particular job. Related work possibilities are explored along with the current job market and salary ranges for particular positions.

The past year has seen the implementation of various innovative seminars to benefit the participants in the program. Mr. L. Darryl Armstrong a noted consultant in the community provided stimulating material to be shared by all participants.

The Single Parent Department has purchased several videos and cassettes which our participants may listen to at their convenience. Some of the cassettes includes: Psychology of Achievement, Effective Studying and Test Taking, Managing Stress, Motivation, Goal Achievement, Surviving Divorce or Separation, Health, Getting a Job, and Taking Charge of Your Life.

Our department recently purchased a compact copier which has greatly enhanced our goal to better serve our participants. We anticipate using the copier even more in the future to copy handouts for our participants.

Our new well stocked library is beginning to be very popular with the participants. We have many books that are available for our participants to check out. Some of the most asked for books are: Resume Writing, Preparing for the ACT, Jobs of the Future, and Professional Image.

SCHOOL Hopkinsville Community College
PROJECT Single Parent/ Displaced Homemaker

SPH FINAL/ANNUAL REPORT
STATISTICAL INFORMATION
FY 87

Total Number Served: 48 (Include such service as one counseling session)

Of the Total Number Served:

How many were Single Parents? 42

How many were Homemakers? (As defined by Perkins Vocational Act) 6

Single Parents Served: Total 48 Male _____ Female _____

Minority Total _____ Minority Male _____ Minority Female _____

Homemakers Served: Total _____ Male _____ Female _____

Minority Total _____ Minority Male _____ Minority Female _____

Age Range: Teen Single Parent 12-17 # Served: _____

18-22 # Served: 6

23-30 # Served: 18

31-39 # Served: 18

40-49 # Served: 4

50-59 # Served: 2

60-70 # Served: _____

Annual Income Range:		SP	H
$ 100 - 2,999	# Served:	30	5
3,000 - 5,999	# Served:	7	
6,000 - 7,999	# Served:	3	
8,000 - 9,999	# Served:	2	
10,000 - 12,999	# Served:		1
13,000 - 15,999	# Served:		
16,000 - 17,999	# Served:		
18,000 - 19,999	# Served:		
20,000 - 24,999	# Served:		
25,000 - 29,999	# Served:		
30,000 and over	# Served:		

Of Children in Single Parent Families

1-2 Children 32 Average # of Children for Female SP Served _____

3-6 Children 12 Average # of Children for Male SP Served _____

7 or more _____

# of Homemakers with working spouse: 1 # of Children under 18 years: 88

# of Homemakers seeking first job: _____

# of Homemakers who have been out of the labor force for 10 years or less: 22

# of Homemakers who have been out of the labor force for 11 years or more: 1

DISABLED SPOUSE: 4

Kind of Service/Training Received:

X	Counseling
X	Interest/Aptitude Guidance
X	Career Exploration Prior to Making a Career Choice
X	Job Placement After Counseling Session Only
X	Short Term Training Job Placement After Short Term Training
	Long Term Training, 1 Year or More
	Cooperative Education in Training Program
	Work Experience - No Pay in Training Program
1	# Placed in Jobs for Which Trained in FY 86
11	# Placed in Jobs for Which Trained in FY 87
2	# Placed in Nontraditional Occupations in FY 87
3	# Placed in New and Emerging Occupations in FY 87

List the Type of Training and # SFH Enrolled in Each Program

# Enrolled					Name of Training Program	# Completed this Year
					Long Term Training More than 1 year / Short Term Training 1 Year or Less	
M	F	W	NW M	NW F		

List # who completed each training program and employed one year ago:

# Completed					Name of Training Program	# Employed in Field
					Long Term Training More than 1 year / Short Term Training 1 Year or Less	
M	F	W	NW M	NW F		

DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL EDUCATION STUDENT INFORMATION SYSTEM
INITIAL NON-GAINFUL PROGRAM SUMMARY ROSTER

(1) REGION 2

(2) SCHOOL CODE: _____

(3) SCHOOL NAME: Hopkinsville Community College

(4) CURRENT SCHOOL YEAR: 1986 - 87
(PROGRAM EFFECTIVE YEAR)

(5) PGM NAME: Single Parent/Displaced Homemaker

(6) PGM AREA: 98

(6.1) PGM CLASS: 0800

(6.2) PGM SECTION (__)

(7) PROGRAM LEVEL : S P L (A)

(8) TYPE PROGRAM : D R C (O)

(9) DATE PROGRAM STARTED : 7/1/86

(10) TIME PGM SESSION START: 8 : 00 AM PM
TIME PGM SESSION END : 4 : 00 AM PM

(11) TOTAL PGM SESSION DAYS : 210

(12) TOTAL PGM WORK STATIONS: ___

	(13)	(14) LAST	FIRST INIT	MIDDLE INIT	(15) SEX	(16) RACE	(16.1) TYPE
1. TEACHER SSN	401 74 7530	Deatherage	G	Y	M (F)	B H A I (W)	(F) P
2. TEACHER SSN	402 - 64 1610	Bramlett	J	A	M (F)	B H A I (W)	F (P)
3. TEACHER SSN	404 - 68 - 3248	Boren	J	C	M (F)	B H A I (W)	(F) P
4. TEACHER SSN	___ - __ - ____	_____	_	_	M F	B H A I W	F P

FOR SHORT-TERM ADULT PROGRAMS ONLY

PROCEDURES FOR SHORT-TERM ADULT PROGRAMS

1- COMPLETE PAGE 1 AND SUBMIT PACKET TO REGIONAL OFFICE FOR APPROVAL.

2- REGIONAL OFFICE RETURNS APPROVAL REQUEST.

UPON COMPLETION OF PROGRAM,

3- COMPLETE PAGE 2 AND SUBMIT PAGES 1 & 2 TO REGIONAL OFFICE.

HOURS OF PLANNED INSTRUCTION: _____

_____
(SIGNATURE OF REGIONAL DIRECTOR)

_____
(DOCUMENT NUMBER--ASSIGNED BY REGIONAL OFFICE)

BUDGET REQUEST
BUDGET UNIT _____

PROJECT #_____

100 SALARIES

OBJECT CODE	AMOUNT
_____	_____
_____	_____
_____	_____
SUB-TOTAL	_____

200-300-400-500
OPERATING COST

OBJECT CODE	AMOUNT
_____	_____
_____	_____
_____	_____
SUB-TOTAL	_____

600 CAPITAL OUTLAY

OBJECT CODE	AMOUNT
_____	_____
_____	_____
_____	_____
SUB-TOTAL	_____
GRAND-TOTAL	_____

-- INSTRUCTIONS FOR COMPLETING TEACHER SECTION OF PROGRAM ROSTER PACKET --

(1)-ENTER REGION NUMBER (2)-ENTER 9 DIGIT SCHOOL CODE (NOT LOCATED IN PACKET). (3)-ENTER SCHOOL NAME. (4)-ENTER CURRENT SCHOOL YEAR. (5)-ENTER PROGRAM NAME. (6)-ENTER 2-DIGIT PROGRAM AREA CODE (SEE PG. C). (6.1)-ENTER 4-DIGIT PROGRAM CLASS CODE. (6.2)-TO BE ASSIGNED BY REGIONAL OFFICE. (7) & (8)-TO BE ASSIGNED BY REGIONAL OFFICE.
(9) ENTER IN NUMERICAL DIGITS DATE PROGRAM BEGAN - EXAMPLE 08/25/86. (10)-ENTER TIME OF DAY PROGRAM SESSION BEGINS AND ENDS AND CIRCLE APPROPRIATE AM/PM INDICATOR, EXAMPLE-08/30 (AM) PM 03/0 AM (PM). (11)-ENTER TOTAL NUMBER OF DAYS PROGRAM PLANS TO MEET DURING THE YEAR. (12)- ENTER NUMBER OF WORK STATIONS AVAILABLE IN PROGRAM (STATE OPERATED ONLY). (13) THROUGH (16)-ENTER TE ER SOCIAL SECURITY NUMBER, LAST NAME, FIRST INITIAL OF FIRST NAME, MIDDLE INITIAL, CIRCLE APPROPRIATE SEX INDICATOR, CIRCLE APPROPRIATE RACE INDICATOR-SEE PG.B FOR EXPLANATION OF RACE CODES. UP TO 10 TEACHERS MAY BE LISTED BUT ONLY THE FIRST FOUR WILL BE PRINTED ON THE TURN-AROUND DOCUMENT.
(16.1)-FOR ADULT SHORT TERM INSTRUCTORS ONLY -- CIRCLE F IF EMPLOYED FULL-TIME AS VOCATIONAL INSTRUCTOR, P IF EMPLOYED PART-TIME AS VOCATIONAL INSTRUCTOR.

KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL EDUCATION STUDENT INFORMATION SYSTEM
NON-GAINFUL PROGRAM SUMMARY ROSTER

ON: 2
OL CODE:
OL NAME: Hopkinsville Com.College
ENT SCHOOL YR: 19 86 - 87

(20) PGM NAME: Single Parent/Displaced H.
(21) PGM AREA: 98
(21.1) PGM CLASS: 0800
(21.2) PGM SECTION:

(22) SPECIAL NEEDS CATEGORY:	(23) SPECIAL SERVICES:	(24) DISAD-ACAD	(25) DISAD-ECON
DISADVANTAGED	1 DISADVANTAGED		48
HANDICAPPED	1 HANDICAPPED		
L E P	L E P		

(26) COOP F	(26) COOP M	(27) WORK STUDY	(28) NRA	(29) IJR	(30) TYPE STA	(31) # HOURS
						203

	MALE					FEMALE					TOTAL
E	BLACK	ASIAN	HISP	INDIAN	WHITE	BLACK	ASIAN	HISP	INDIAN	ENROLLED
					32	16				48

****

	MALE					FEMALE					TOTAL DISAD
(34) DISAD						32	16				48
(35) LEP											TOTAL LEP
(36) HAND						1					TOTAL HAND 1

(37) HAND COND	A	B	C	D	E	F	G	H	I	J	K	L
								1				

	MALE					FEMALE					
	WHITE	BLACK	ASIAN	HISP	INDIAN	WHITE	BLACK	ASIAN	HISP	INDIAN	
TOT GR 12											
TOT GR 11											
TOT GR 10											
TOT GR 9											
TOT GR 8											
TOT GR 7											